



Langley Research Center

LPR 3451.1

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**INCENTIVE AWARDS AND
RECOGNITION PROGRAM
(revised 9/7/05)**

National Aeronautics and Space Administration

**RESPONSIBLE OFFICE: Organizational Development and Workforce Relations
Branch, Office of Human Capital Management**

PREFACE

P.1 PURPOSE

This Langley Procedural Requirement (LPR) establishes Langley specific responsibilities and procedures for the Langley Incentive Awards and Recognition Program.

The Organizational Development and Workforce Relations Branch (ODWRB), Office of Human Capital Management (OHCM), should be consulted for further information and procedural requirements.

P.2 APPLICABILITY

This LPR applies to all civil service personnel and contractors (for honorary awards only) assigned duties at Langley Research Center (LaRC).

P.3 AUTHORITY

- a. 5 United States Code (U.S.C.) Chapters 43, 45, and 53.
- b. 5 Code of Federal Regulations (CFR), Parts 430, 451, and 531.
- c. Executive Order 11438, dated December 3, 1968.
- d. 42 U.S.C. 2458, Section 306 of the National Aeronautics and Space Act of 1958, as amended.

P.4 REFERENCES

- a. NPR 3451.1, "NASA Awards and Recognition Program."
- b. NPR 3430.1A, "NASA Employee Performance Communication Systems (EPCS)"
- c. NPR 3530.1, "Pay Policy and Allowances
- d. 14 CFR 1240.1, "Awards for Scientific and Technical Contributions."
- e. LAPD 1150.2, "Boards, Panels, Committees, Councils and Teams."
- f. LMS-CP-4331, "Employee Suggestion Program."

- g. NASA Form 1636, "Senior Executive Service Performance Planning and Appraisal."
- h. Langley Form 75, "Team Excellence Award."
- i. Langley Form 167, "LaRC Employee Suggestion Program."
- j. Langley Form 134, "Recommendation for Award."
- k. Langley Form 308, "NASA Engineering and Safety Center Award Nomination"

P.5 CANCELLATION

LPR 3451.1 dated July 22, 2004.

original signed on file

Douglas L. Dwoyer
Associate Director for Operations

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1 GENERAL

a. Awards are to recognize organizational and employee outstanding performance, innovation and contribution to the goals of the NASA mission, as well as to enhance organizational climate and employee morale.

b. All awards and recognition are to be consistent with the purpose of the award itself and provide special acknowledgement of the accomplishments, and shall be given:

for the *RIGHT CONTRIBUTION*...advances the Agency's agenda to align values and performance expectations, provides organizational learning, and strengthens the relationship between employees and management.

to the *RIGHT PERSON*... when fully deserved, to those employees who meet clearly understood criteria and with full explanation of the accomplishment being recognized.

at the *RIGHT TIME/EVENT*... in an appropriate manner, without undue delay, and of sufficient value to be meaningful.

c. All LaRC cash and honor awards and recognition will be aligned with the LaRC's core values, mission, strategies, and goals consistent with the LaRC's current Strategic Implementation Plan.

d. Awards will provide for individual and group recognition and will recognize civil servant, contractor (honorary only), and others who, through partnerships, support NASA's mission at LaRC. Employees of NASA contractors, however, should normally receive honorary awards, such as certificates, medals, photos or other types of non-monetary awards. Recognition of contractor employee performance is the responsibility of the contractor. Exceptions must be coordinated through the Office of Procurement (OP).

e. LaRC Award Committees

Award committees may be established by the Director, OHCM or higher authority. (Refer to LAPD 1150.2, "Boards, Panels, Committees, Councils and Teams.")

f. All external award nominations for NASA and non-NASA awards shall be recommended through two management levels (i.e., Branch Head and Organizational Unit Manager (OUM)) before submission to the ODWRB. Nominations will be forwarded by ODWRB to the Center Director for approval.

2 TYPES OF AWARDS

Awards may be either monetary or non-monetary, and recognition may be given at the Center level, NASA-wide level, or at the Federal government level.

- a. Monetary awards may be granted to individual civil service employees (part-time, full-time, temporary, and permanent) or groups of civil service employees, who deserve special recognition for their contributions and performance.
- b. Non-monetary awards such as medals, certificates, plaques, photos, pins, etc., may be granted to both civil service and non-government employees. Food, paid for with appropriated funds at an official Center awards event for the purpose of honoring civil servant and non-government employees, may also be provided as a non-monetary award to civil servants and non-government employees and will be limited to events approved by the Office of Director.
- c. Time-off awards may be granted to civil service employees for superior accomplishments or other personal efforts that contribute to the quality, efficiency, or economy of government operations.
- e. External awards are sponsored by non-NASA organizations.

3 RESPONSIBILITIES

- a. The Office of Director and other directors, managers, supervisors, and review committees are responsible for maintaining the integrity of the LaRC Awards and Recognition Program consistent with the stated awards policies and providing fair and equitable consideration to all employee and group accomplishments.
- b. All employees (both supervisory and non-supervisory), as well as contractors and partners, are responsible for identifying, nominating, and providing peer input on performance and accomplishments of civil service employees deserving recognition and award. Recognition of contractor employee performance is the responsibility of the contractor. Exceptions must be coordinated through the OP.
- c. The Office of Chief Financial Officer is responsible for awards budget formulation.
- d. The ODWRB is responsible for the administration of the LaRC Awards Program; review of awards for adherence to policy and regulations; ongoing evaluation of the effectiveness of the awards program; and providing communication, training, and reference material on the awards and recognition program.
- e. The OHCM is responsible for the administration of monetary award programs for SES employees.
- f. When established, LaRC review committees are responsible for assuring approved nominations are consistent with awards criteria, relevant information has been considered in reviews, and integrity of the review process is maintained.
- g. The Executive Resources, Awards, and Recognition Council (ERARC) is responsible for reviewing and making determinations on Center team awards, quality step increases (QSIs) that exceed Center guidelines, and the Center's annual honor awards. The ERARC is made up of rotational memberships among the OUMs, and the chair rotates between the Center Director and Deputy Director. Membership includes OHCM, Office of Equal Opportunity Programs, and rotational memberships between the Chief of Staff and the Associate Director for Operations.
- h. Awards for patentable inventions and for certain scientific and technical contributions are established as separate programs outside of the LaRC Incentive Awards and Recognition Program. Procedures for these programs are described in 14 CFR, Part 1240, Subpart 1.

4 INCENTIVE AWARDS

4.1 Monetary Awards

- a. Monetary awards may be granted to individual civil service employees (part-time, full-time, temporary, and permanent) or groups of civil service employees, who deserve special recognition for their contributions or performance.
- b. The awards budget is based on a percentage of salaries at the Center determined by the Office of Chief Financial Officer. The Center Team award budget is established by the Center Director. Additional funding is held by the OHCM for annual award ceremonies, the purchase of recognition items, and other Center-level requirements. The remainder of the budget is then distributed to the organizations using an algorithm based on a combination of complement and salary. Organizations will be responsible for managing their awards budget.
- c. The approving official shall be at a management level above the recommending official.
- d. The Internal Revenue Service state that cash awards are wages; therefore, taxes are withheld from award payments.
- e. Monetary awards (except SES awards) will be processed using the LaRC Incentive Awards System for approving, tracking, reporting, and budget purposes. The system may be accessed at URL: <http://awards.larc.nasa.gov>
- f. Award Certificates. The ODWRB will forward blank certificates and folders for awards to organizations for preparation and presentation to their employees.
- g. Refreshments. The use of appropriated funds to purchase light refreshments (less than a meal) are authorized for the annual LaRC Honor Awards Ceremony, Service Award ceremonies, and the annual Turning Goals Into Reality (TGIR) awards ceremony. Refreshments for other ceremonies paid for with appropriated funds must be approved by the Office of Director.

4.1.1 Performance Award (PA)

- a. This award recognizes and rewards General Schedule employees whose performance, as a minimum, meets performance expectations. It is based on the employee's most recent performance rating of record. General Schedule employees are eligible to receive performance awards. There is a separate statutory and regulatory authority for granting performance awards to SES employees (Title 5, Code of Federal Regulations (CFR), Part 534). In addition, organizations may not give performance awards to employees not under their direct supervision.

- b. An employee who receives a performance rating of "Distinguished" is eligible to be considered for monetary performance awards.
- c. An employee who receives a performance rating of "Meets or Exceeds Expectations" is eligible to be considered for monetary awards based on performance, provided that the employee receives a "Meets or Exceeds Expectations" for all performance rated elements (critical and non-critical).
- d. The monetary value of the award is determined by the recommending official and may not exceed 10 percent of the employee's annual base salary. Performance awards are paid as a lump sum and are not considered part of an employee's annual rate of base pay.
- e. As a guideline, final performance rating of record is:

"Meets or Exceeds Expectations"	up to 5 percent of the employee's base salary
"Distinguished"	up to 10 percent of the employee's base salary

- f. Original completed performance rating of record must be forwarded to the OHCM for filing in the employees' Official Personnel Folders.

4.1.2 Superior Accomplishment Award (SAA)

- a. This award recognizes accomplishments achieved through an individual effort in the form of non-recurring nature. This type of recognition is appropriate when the contribution is in the public interest, connected with or related to official employment, and contributes to the efficiency, economy, or other involvement of government operations, or efforts that made important contributions to science or research, or courageous handling of an emergency situation related to official employment. Supervisors and managers are responsible for reviewing their employees' accomplishments and recommending SAA's for employee contributions where employee's performance meets or exceeds job requirements.
- b. All LaRC civil service employees (i.e., General Schedule, excepted service, intermittent, stay-in-school, cooperative education students, and temporary civilian employees), with the exception of SES employees, are eligible.
- c. The amount of an award is to be based on tangible or intangible benefits (whichever is most appropriate) or a combination of both (Refer to NPR 3451.1, "NASA Awards and Recognition Program," Appendices E and F).

Supervisors and Managers shall indicate the tangible and/or intangible benefits derived from the contribution on the LF 134, "Recommendation for Award," and provide justification of the contribution on the LF 134.

Other things to consider in giving justification for an award:

- How One NASA behaviors were demonstrated.
- How the superior accomplishment was connected with or related to official employment.
- How unusual difficulties for a particular project or assignment were overcome.
- How special efforts or innovative duties were performed which resulted in significant economies or other highly desirable benefits.
- How important contributions were made to science or research because of creative efforts.
- How productivity was increased, economy or efficiency improved, and Government operations made more effective.

4.1.3 Group Achievement Award

a. This award recognizes two or more employees involved in a significant accomplishment that is the result of teamwork, rather than the efforts of one single person. All employees contributing to the accomplishment share the award, which may be paid in equal shares or to each employee in proportion to the contribution. All civil service employees, except SES, are eligible.

4.1.4 Center Team Award

a. An annual request is sent to organizations to submit their team nominations to the ODWRB for consideration by the ERARC. Nominations will be reviewed and approved by the ERARC. All employees contributing to the accomplishment share the award, which may be paid in equal shares or to each employee in proportion to the contribution. All civil service employees, except SES, are eligible.

4.1.5 Quality Step Increase (QSI)

a. This award is a step increase in addition to, and apart from, the regular within-grade increase and is given to employees who have demonstrated sustained performance of high quality above that expected at the fully successful level in an employee's position. This award raises the employee's basic rate of pay. It recognizes outstanding performance by granting a faster than normal step increase within the employee's grade level. Exception: if a QSI places the employee in the fourth or seventh step of a grade, the waiting period for a regular within-grade increase is extended by 52 weeks. SES and wage-grade employees are not eligible for QSIs.

b. Annual guidelines on the number of QSIs to be granted will be provided to OUM's. If an organization exceeds Center guidelines, the QSIs will be submitted for review and approval by the ERARC.

A QSI may not be granted to an employee if:

- A rating of record is less than "Distinguished."
- The employee is in Step 10 of the grade range.
- A QSI has been awarded within the preceding 52 consecutive calendar weeks.

d. In addition, supervisors/managers shall not give QSI's to employees not under their direct supervision.

4.2 Presidential Rank Awards and Bonus Pay

a. Presidential Rank Awards are to recognize and reward exceptional performance over an extended period of time by career SES employees. Documentation includes Office of Personnel Management (OPM) Presidential Rank Awards Nomination Form OER 10/96. Bonuses between 5 and 20 percent of basic pay for excellent performance may be given to SES career employees. Documentation will include the summary page of NASA Form 1636, "Senior Executive Service Performance Planning and Appraisal." Contact the OHCM, for additional information concerning SES awards.

4.3 Time-Off Award (TOA)

a. A TOA is an excused absence granted to the employee to recognize superior accomplishments or other personal efforts that contribute to the quality, efficiency, or economy of government operations. Primarily, it is to be used to recognize an employee contribution that is of a one-time, non-recurring nature.

b. General Schedule employees are eligible to receive TOA's. Supervisors/managers may not give TOA's to employees not under their direct supervision.

c. A TOA may be granted in amounts of 4 to 40 hours for a single contribution for a full-time employee. For part-time employees, the award will be prorated accordingly.

d. In determining the amount of time off to be granted, the benefits realized by the Government from the employee's contribution will be considered. The amount of time off should be proportionate to the value of the contribution being recognized as shown in the NPR 3451.1. Below is TOA guidance:

Value to Organization	Number of Hours
Moderate	Up to 10
Substantial	Up to 20
High	Up to 30
Exceptional	Up to 40

e. A full-time employee may be granted up to a total of 80 hours of time off during a leave year. A part-time employee's time-off will be prorated based on the employee's bi-weekly scheduled tour of duty.

- f. The TOA leave may be taken immediately following the effective date of the award; however, the leave must be scheduled with the approval of the supervisor. There is no time limit on when the TOA leave must be taken by the employee.
- g. If an employee becomes physically incapacitated for duty during a TOA period, sick leave may be granted for the period of incapacitation and the time off rescheduled.
- h. A TOA cannot be transferred if the employee transfers to another Federal agency, nor can it be converted to a cash payment under any circumstances.
- i. Submit TOAs using the LaRC Incentive Awards System at URL: <http://awards.larc.nasa.gov>.

4.4 For A Special Task (FAST) Award

- a. A FAST Award is designed to provide managers with a tool to give an “instant” reward to an employee who has performed a special activity or accomplishment through presentation to the deserving employee as quickly after the activity occurs as is practicable.
- b. The FAST Award is a monetary award of \$150. Although the actual cash is not disbursed at the time the FAST Award is presented, it is reflected in the employee’s paycheck on a subsequent date.
- c. FAST Awards are designed to be presented by the employee's first level supervisor.
- d. Supervisors will provide a short justification of the specific contribution being recognized on the LF-134.
- e. Submit FAST awards using the LaRC Incentive Awards System at URL: <http://awards.larc.nasa.gov>.

4.5 LaRC Special Category Awards

4.5.1 Certificate of Appreciation (Honorary)

- a. This award is given to NASA or non- NASA personnel for service or a contribution to LaRC which warrants local recognition but does not meet criteria for the NASA honorary awards. Requests for certificate(s) should be made to the ODWRB, OHCM.

4.5.2 Director's Award (Honorary)

- a. This honorary award is presented at the discretion of the Center Director to an individual for extraordinary achievement or excellence in one or more of the following

areas: creativity, innovation, teamwork, safety, environment, health, or customer satisfaction. Organizations may prepare a letter describing contributions meriting the award and forward the justification letter through line management (i.e., Branch Head and OUM) for concurrence/approval. Approved justification letters by the organization's OUM shall be submitted to the ODWRB. The ODWRB will forward the recommended nomination(s) for this award to the Center Director for approval/disapproval. For approved nominations, the ODWRB will prepare the award certificate and provide the medallion which will be presented to the employee by the Center Director.

4.5.3 Equal Employment Opportunity (EEO) Award (Monetary)

a. This award is granted for significant achievements in providing equal employment opportunity. The award is applicable to:

(1) Supervisors who have:

(a) motivated employees through direct encouragement and assistance to develop their full potential,

(b) achieved effective maximum employee utilization, and

(c) demonstrated sensitive treatment of the needs and aspirations of all employees.

(2) Persons within programs, projects, or activities that have EEO implications (excluding employees with EEO functional responsibilities) who have advanced equal opportunity by achieving superior training accomplishments, recruiting, or other activities.

(3) EEO Program Leaders who have achieved results which are greater than normally expected of their job requirements.

(4) Employee contributions to non-Federal activities that have promoted the Government's EEO program by:

(a) Outstanding leadership and active support to community activities which have resolved community problems affecting EEO, or

(b) Made outstanding contributions to equal opportunity programs such as neighborhood youth corps or adult experience programs.

b. The annual call for nominations is submitted by the ODWRB. The Office of Equal Opportunity Programs is responsible for approving and informing the ODWRB in writing of the final award winners. The ODWRB is responsible for processing the awards. The awards will be presented by the Center Director or Deputy Director.

4.5.4 Facility Coordinator Award (Monetary)

a. This award is for recognition of the efforts and achievements of LaRC Facility Coordinators. The annual call for nominations is submitted by the Safety and Mission Assurance Office (SMAO). SMAO is responsible for submitting the recommended nominations to the Chairman of the Executive Safety Council for approval. The SMAO is responsible for informing the ODWRB in writing of the final award winners. The ODWRB is responsible for processing the awards. Normally, award amount is \$500 – Annual Award.

4.5.5 Facility Safety Head Award (Monetary)

a. This award is for recognition of the efforts and achievements of LaRC Facility Safety Heads. The quarterly call for nominations is submitted by SMAO. SMAO is responsible for submitting the recommended nominations to the Chairman of the Executive Safety Council for approval. The SMAO is responsible for informing the ODWRB in writing of the final award winners. The ODWRB is responsible for processing the awards. Normally, award amounts are: \$250 – Quarterly Awards, \$500 – Annual Award

4.5.6 Facility Environmental Coordinator Award (Monetary)

a. This award is for recognition of the efforts and achievements of LaRC Facility Environmental Coordinators. The quarterly call for nominations is submitted by Environmental Management Team (EMT), Center Operations Directorate. The EMT is responsible for approving and informing the ODWRB in writing of the final award winners. The ODWRB is responsible for processing the awards. Normally, award amounts are: \$200 – Quarterly Awards, \$500 – Annual Award

4.5.7 Outstanding Volunteer Award (Honorary)

a. This award is granted to a LaRC employee for outstanding voluntary community efforts. Contributions of leadership, talent, and energy are made without pay or other compensation to civic or humanitarian organizations devoted to improving the quality of life of our citizens. Prepare written justification and forward through line management (i.e., Branch Head, OUM) for approval. Submit approved justifications to the ODWRB. The ODWRB will prepare award certificates and submit to the organization for presentation.

4.5.8 Public Service Award (Honorary)

a. An award granted to citizens and organizations to show appreciation for contributions made to LaRC in the accomplishment of its mission, functions, services, or operations as a public service (non-NASA employees only). Prepare written justification and forward through line management (i.e., Branch Head and OUM) for approval.

Submit approved justifications to the ODWRB. The ODWRB will prepare award certificates and submit to the organization for presentation.

4.5.9 Suggestion Award

- a. An award established to recognize a constructive proposal submitted by a LaRC civil service employee and adopted by management which contributes to the economy, efficiency, or effectiveness of Government operations.
- b. The following criteria for the Suggestion Program are provided:
 - (1) If a suggestion is adopted and implemented at the Center, the suggester will receive a monetary award and/or a certificate. The monetary award is based on tangible and/or intangible benefits as shown in NPR 3451.1, Appendices E and F.
 - (2) The Federal Government reserves the right to amend and/or terminate the Employee Suggestion Program (ESP) at any time without prior notice.
 - (3) Decisions made by the Center Director, Employee Suggestion Committee, or the ODWRB, regarding the administration of the ESP are final.
 - (4) The acceptance of an award constitutes an agreement that use by the Federal Government of a suggestion, for which an incentive award is made, does not form the basis of a further claim against the Government by the employee or the employee's heirs or assigns.
 - (5) Adopted suggestions become the exclusive property of the Federal Government.
- c. Suggestions are eligible for award consideration if they meet the following:
 - (1) Solve a problem, potential problem, or take advantage of an opportunity.
 - (2) Present a solution that contributes to increase productivity, economy, efficiency, reduces paperwork, or improves Center operations.
 - (3) Where an idea has been adopted, the suggestion should be received by the ODWRB within 6 months following implementation.
 - (4) The suggestion may be within or outside the suggester's normal job responsibilities; however, if within, the suggestion must be so superior that it warrants special recognition.
 - (5) Suggestions should be submitted on Langley Form 167, "LaRC Employee Suggestion Program," signed by the suggester(s), and forwarded to the ODWRB.

d. Suggestions that are ineligible for an award under the program are those concerning:

- (1) Services and benefits to employees such as vending machine services, cafeteria services, restroom facilities, parking facilities, holidays, etc.
- (2) Working conditions such as changes in furniture, air conditioning, etc.
- (3) Routine tasks involving maintenance of buildings, grounds, roads, and parking lots, such as repairing, cleaning, replacing, painting, etc.
- (4) Normal or routine safety practices such as use of normal protective devices, removal of obstructions, or installation of warning or traffic signs.

e. The minimum monetary award is \$25. It is awarded for tangible benefits of more than \$250 or comparable intangible benefits.

f. Award amounts are established in accordance with NPR 3451.1. The amount is based on the first year's tangible savings and/or intangible benefits.

g. Awards will be approved at the following levels:

- (1) The Employee Suggestion Committee (ESC) approves suggestions not to exceed \$1,000.
- (2) OUMs having technical cognizance approves suggestion awards recommended by the ESC not to exceed \$3,000.
- (3) The Center Director approves suggestion awards not to exceed \$10,000.
- (4) Suggestions in excess of \$10,000 will be submitted to NASA Headquarters.

h. Awards are subject to deductions for Federal and State payroll taxes.

i. Where there are multiple suggesters, the total amount of a cash award may not exceed the amount that would be authorized if the suggestion had been made by one individual. The total award amount is split evenly among the suggesters.

j. Suggesters who feel that an approved monetary award is not equitable should submit additional written information previously not available to the ODWRB for reconsideration within two years of the date the award was granted.

k. Reevaluations of suggestions may be requested in writing within two years of the date the suggester was advised of nonadoption of the suggestion. New or additional information should be submitted with the request for reevaluation to the ODWRB. The ESC will review each decision on a contribution which is contested by the suggester and recommend what it considers to be the appropriate disposition of the matter.

- l. In the case of duplicate suggestions, the first suggestion to reach the ODWRB will be the suggestion considered for an award. However, duplicate suggestions received at the same time will be given duplicate awards if it can be determined that they were developed independently.
- m. Suggesters will be notified and given an explanation for disapproved suggestions.
- n. If a similar suggestion is submitted and adopted within two years of the date of the original suggestion, the original suggestion is eligible for an award proportionate to the amount awarded.
- o. The suggester retains the right to be considered for an award for two years after the date of final action on the suggestion.
- p. The ODWRB will maintain all records regarding the Employee Suggestion Program. The suggestion with all related documents will be placed in an inactive file. No further actions will be taken unless the suggester requests reevaluation.

4.5.10 Team Excellence Award (Honorary)

- a. Awarded throughout the year, as appropriate, to teams within the Center who have distinguished themselves. Nominations must be approved by the OUM and Associate Director on the LF 75, "Team Excellence Award," before being submitted to the ODWRB, OHCM.
- b. Award requests are submitted to the ODWRB using LF 75.
- c. Justification should include, at a minimum:
 - (1) How the unusual difficulties for a particular project or assignment were overcome.
 - (2) What the special efforts or innovative duties performed that resulted in the significant economies or other highly desirable benefits.
 - (3) What the important contributions were to science because of creative efforts.
 - (4) The project or assignment for which the award is being recommended has been completed; well defined goals have been completed; and success has been demonstrated.
- d. The ODWRB will have the certificates prepared (1 large certificate for the group and smaller individual certificates) and forwarded to the organization for presentation to the employees.

4.5.11 Value Engineering Award (Monetary)

a. An annual award granted for applying outstanding value engineering principles to in-house operations, research and facility programs, and acquisition of supplies and services. The annual call for nominations is submitted by the ODWRB. The Systems Engineering Directorate is responsible for approving and informing the ODWRB in writing of the final award winners. The ODWRB will process the awards.

4.5.12 Length-of-Service Pins/Certificates (Honorary)

a. This award recognizes length of federal service at five-year intervals starting at five years of federal civilian service.

b. Eligibility for service pins and certificates is based on total years of Federal service to an employee's credit, both civilian and all honorable military service.

c. A service pin is given upon completion of five years of service. Certificates of service and appropriate pins are presented for each five-year interval thereafter.

d. In addition to the pin, employees who attain 40 and 45 years of service are presented a NASA certificate by the Center Director. For employees who attain 50 years and above service are presented a NASA certificate and letter from the NASA Administrator and the President by the Center Director.

e. ODWRB will forward service pins and certificates directly to OUM's for presentation to their employee(s) for five and above years of service the month before the anniversary date.

4.5.13 Retirement Plaques

a. This award is given at the time of retirement for contributions to government service over the length of employee's career. Contributions to efficiency, economy, or other personal effort and length of service are the basis for awards.

b. Plaques: Employees are eligible to receive one of the following commemorative plaques:

- (1) NACA Wings (only awarded to employees who were employed at NACA prior to October 1, 1958)
- (2) NASA Insignia

c. Albums: All employees who meet the requirements for civil service retirement are eligible for albums.

- d. When the employee is eligible to receive a retirement album and commemorative plaque, the ODWRB forwards a letter to the organization of the employee retiring. Plaque costs are charged to the organization's award budget.
- e. Supervisor: The employee's supervisor will designate a *coordinator* within its organization to collect and assemble material for the retirement album and photographs, and to request a plaque, as appropriate.
- f. Organization Coordinator: The coordinator is responsible for contacting the Photographic Team, Media Services Branch (MSB), Office of Chief Information Officer (OCIO), to coordinate appropriate pictures for inclusion in the album. Send a completed Langley Form 63, Media Services Center (MSC) Work Request, to the OCIO.
- g. In addition, the coordinator will need to contact the NASA Exchange Shop (Facility 1213) to purchase the plaque.
- h. The coordinator will assemble the retirement album and give the album and plaque to employee's supervisor for presentation to the employee.
- i. Records will be maintained for NASA Headquarters review.

4.6 Langley Honor Awards

The following awards will be presented at the annual Langley Honor Awards ceremony:

4.6.1 Henry J. E. Reid Award (Monetary)

This award recognizes an outstanding publication, refereed journal article, or other formal NASA archival media first authored by a LaRC Civil Service employee, an Army civilian, or an on/near site contractor based on research primarily performed at LaRC. The annual call for nominations is submitted by the Senior Scientist. Papers are judged by the Langley Science Council. The Senior Scientist is responsible for informing the ODWRB in writing of the final award winners. The ODWRB is responsible for processing the award(s). The awards are presented to the first place winner(s) at the annual LaRC Honor Awards.

4.6.2 Technology Transfer Awards (Monetary)

The Paul F. Holloway Non-Aerospace Technology Transfer Award and the Richard T. Whitcomb Aerospace Technology Transfer Award recognize technical contributions of the development of new technology, participation in technology transfer processes, and significance of technical contributions and/or participation in technology transfer processes. The annual call for nominations is submitted by the Patent Counsel Office. Nominations are reviewed by a technical panel that will select the recommended award recipients for approval by the Center Director. The Panel is responsible for informing the ODWRB and organizations in writing of the final award winners. The ODWRB will process the award(s).

4.7 NASA Engineering and Safety Center (NESC) Awards (Honorary)

- a. The NESC awards may be granted on a bi-annual basis to NESC employees, other NASA Center employees, industry, or other stakeholders, for their efforts and achievements in the areas of engineering, leadership, teamwork, and communication.
- b. The NESC will submit the call for nominations. Nominations will be submitted on LF 308 and forwarded through the appropriate Office Head for concurrence/approval and then to the Director, NESC. NESC senior managers will review the nominations and make final recommendations to the Center Director. The Center Director will make the final selections. The NESC is responsible for informing the ODWRB and organizations in writing of the final award winners. Awards will be presented to employees by the Center Director and Director, NESC.

4.7.1 NESC Director's Award

The award honors individuals who take personal accountability and ownership in initiating clear and open communication on diverse and controversial issues. A key component of this award is based on the process of challenging engineering truths.

4.7.2 NESC Engineering Excellence Award

The award honors individual accomplishments of NESC job-related tasks of such magnitude and merit as to deserve special recognition.

4.7.3 NESC Leadership Award

The award honors individuals who have had a pronounced effect upon the technical activities of the NESC.

4.7.4 NESC Group Achievement Award

A team award given to a group of employees comprised of government and/or non-government personnel for outstanding accomplishment through the coordination of individual efforts that have contributed substantially to the accomplishment of the NESC's mission.

4.8 Special NASA Awards

4.8.1 NASA Honor Awards (Honorary)

These are NASA's most prestigious honor awards that are approved by the NASA Administrator and presented to employees and groups of employees, as well as non-Government individuals, who have distinguished themselves by making outstanding contributions to the Agency's mission. Nominations are reviewed by the LaRC Honor Awards Panel which provide their recommendations to the ERARC for final selection.

A formal awards ceremony is held annually to recognize the recipients. Honor award descriptions and criteria are contained in NPR 3451.1 and on the OHCM's Web site at the following URL: <http://OHCM.larc.nasa.gov>

4.8.2 Awards for Scientific and Technical Contributions

Administered by the NASA Inventions and Contributions Board in accordance with 14 CFR 1240.1. Call for nominations are issued by NASA Headquarters for Inventor of the Year and Software of the Year. The Patent Counsel Office is responsible for administering the call for Center nominations and submitting the final nominations to Headquarters.

4.8.3 NASA Financial Management Award

Annual call letter from NASA Headquarters is issued to the Office of the Chief Financial Officer. The OCFO is responsible for submitting the Center's final nominations to Headquarters. After notification is received from Headquarters, the ODWRB will process the monetary award(s).

4.8.4 George M. Low Award

NASA's Quality and Excellence Award - Annual call letter issued from NASA Headquarter's Office of Safety and Mission Assurance. Recognizes NASA's prime and subcontractors for outstanding performance in the categories of large and small business, product, and service organizations. The ODWRB issues the call for Center nominations and submits the final nominations to NASA Headquarters.

4.8.5 NASA Procurement Award Program

Annual call letter from NASA Headquarters is issued to the OP. The OP is responsible for submitting the Center's final nominations to Headquarters. After notification is received from Headquarters, the ODWRB will process the monetary award(s).

4.8.6 NASA Minority Contractor of the Year

Annual call letter from NASA Headquarters is issued to the OP. The OP is responsible for administering the call for nominations to contractor organizations and submitting final nominations to Headquarters.

4.8.7 Space Flight Awareness Employee Motivation and Recognition Program (Honoree Award, Team Award, and Silver Snoopy Award)

Call letter for nominations is issued by NASA Headquarters. The Office of Communications and Education is responsible for administering the call for nominations to the Center and submitting final nominations to Headquarters.

4.8.8 Turning Goals into Reality Awards (Honorary)

These awards acknowledge outstanding contributions toward any of the Program Pillar Goals and exceptional progress toward achieving any of the program objectives of the Aeronautics Research Mission Directorate, NASA. Annual call letter is issued by NASA Headquarters. The ODWRB is responsible for administering the call for nominations to the Center and submitting approved nominations by the Center Director to Headquarters.

4.9 NASA Honor Awards Nomination, Selection, and Recognition Procedures

a. Annually, in accordance with the following procedures, both Government employees and non-Government individuals, in all occupational and organizational levels, will be nominated, selected, and recognized for their exemplary contributions to the NASA mission.

- (1) Incentive Awards Board (IAB) Meeting - The IAB will meet annually to review awards results from the most recently completed annual honor awards cycle.
- (2) Call for Nominations (HQ) - The Chair, IAB, has established a schedule for submission of nominations by Centers. Written request will be submitted to Centers by the IAB only for providing supplemental procedural guidance, changes in the deadline for nominations or nomination format.
- (3) Call for Nominations (LaRC) - The Office of Human Capital Management will request preliminary nominations for the various NASA honor awards, based on the Agency's schedule. Preliminary nominations will be carefully reviewed by an established panel.
- (4) Langley Subject Expert/Peer Review Panel - Established panel co-chaired by the Senior Scientist with panel members representative of Center population. Panel votes, prioritizes nominations and gives nominating organization the opportunity to advocate for nominees not well known to panel members. The Panel makes final recommendations to the ERARC. The ERARC reviews panel recommendations and approves the Center's final nominations. The final nominations are signed by the Center Director and submitted to HQ.
- (5) Announcement of Selections - All NASA medals are approved and announced by the Administrator. Letters will be sent to the appropriate officials informing them of the selections.
- (6) Annual Awards Ceremonies - Public acknowledgment and sharing of achievements with other NASA employees, family, and friends will occur at Langley's annual Honor Award Ceremony. The NASA medals and/or certificates will be presented by the Center Director.

4.10 One-NASA Peer Award (Honorary)

- a. The One NASA Peer Award Program provides a vehicle through which employees can recognize colleagues from anywhere across the Agency for demonstrating One NASA behaviors.
- b. Employees who are involved on an Inter-Center Team that are working to promote a more unified Agency may be eligible for this award. Employees and contractors who are involved with inter-center teams working to share lessons learned, increasing collaboration, improving communications and more, should be considered for this award. Individuals also contributing to One NASA by creating Inter-Center Teams, inviting members from outside their home center to join existing teams, creating programmatic standardizations that increase efficiency, and/or making important leadership decisions on behalf of the entire Agency, beyond solely what is best for their Center, are candidates for this award.
- c. Nominations will be accepted for both NASA civil service employees and contractors. Nominators cannot nominate an employee who is in his/her management chain or is involved in a contractor performance evaluation relationship (i.e., contractors may nominate NASA civil service employees or other contractors, and civil service employees may nominate contractors or other NASA civil service employees as long as the above does not apply). The nomination must provide evidence of One NASA Behavior under one or more of the following themes:
 - d. Making decisions for the common good
 - (1) Asking questions to ensure that others have considered the good of the Agency
 - (2) Considering cross-functional and cross-center implications in decision-making
 - (3) Holding Leaders responsible for making decisions based on One NASA
 - e. Collaborating to leverage existing capabilities
 - (1) Exploring opportunities for collaboration across the agency
 - (2) Sharing lessons learned with other NASA Installations
 - (3) Building supportive relationships with colleagues across the Agency
 - (4) Acknowledge unique aspects of each installation and its history
 - (5) Encouraging and facilitating mobility and development opportunities for employees
 - (6) Encouraging multi-center collaborations
 - f. Standardization that demonstrates efficiency
 - (1) Leveraging expertise and resources from other installations
 - (2) Developing or supporting new tools and processes for working with other Centers
 - (3) Sharing expertise and resources with other installations

g. The three honorary awards feature increasing levels of visibility and recognition:

- (1) **Individual or Team Award:** An award presented locally at each Center (including JPL and HQ) as the behavior is identified.
- (2) **Center Best Award:** All local Individual/Team Award recipients are re-evaluated by a Center-wide team led by the Awards Office, and one is selected for the Center Best Award. The Center's award will be presented at the annual LaRC Honor Awards ceremony.
- (3) **Agency Best of the Best Award:** The 11 Center Best Award candidates are re-evaluated by the One NASA Team to award one, "Best of the Best" Agency wide Award.

h. To submit a nomination for this award, visit the One NASA website at <http://www.onenasa.nasa.gov>

i. Langley individual/team Nominations and the Center's Best Award will be reviewed by a Panel consisting of the Awards Officer, Langley's One NASA Point of Contact, and 2 members representative of the Center. The ODWRB will have award certificates prepared for presentation to employees and contractors by the appropriate supervisor/team lead. The Center's Best Award will be presented at Langley's annual Honor Awards Ceremony or other Center forum.

4.11 External Awards Administered through NASA

a. These awards recognize the exemplary accomplishments of NASA employees by participating in recognition programs sponsored by organizations external to NASA. Solicitations from external organizations are issued through quarterly call letters from NASA Headquarters.

b. The ODWRB, OHCM, is responsible for soliciting the quarterly call for external award nominations to the Center. Nominations must be submitted through the OUM for approval before forwarding to the ODWRB.

c. The ODWRB will submit nominations to the Center Director for final approval, and then forward to NASA Headquarters for submittal to the sponsoring organization.

d. An external award listing may be found on the Agency web site at the following URL: <http://nasapeople.nasa.gov/awards/>

4.12 Other External Awards

a. NASA employees may accept bona fide awards given for meritorious public service or achievement (5 CFR 2635.204(d)). Examples include prizes for outstanding papers, honorary degrees, or established prizes for scientific accomplishment.

b. NASA employees may accept gifts (other than cash) of a total value under \$200 if received as a bona fide award, or incident to such an award. The organization or person giving the award also must not have interests that may be substantially affected by the employee's official duties.

c. Acceptance of honorary degrees, awards in excess of \$200, and any award of cash or an investment interest requires written approval from an ethics counselor in the LaRC Chief Counsel's Office. Acceptance usually requires that the award is part of an established program of recognition, made pursuant to written standards, and that the timing and manner of the award does not raise an appearance of impropriety.